

Technology Readiness Checklist

| ✓ | Action Item | Preparation Timeline | Information Resource |
|--------------------------|---|--|--|
| <input type="checkbox"/> | Step 1 Verify that your school's network meets the requirements, is configured for testing, and can connect to the Internet. Conduct network diagnostics to confirm sufficient bandwidth. | Can begin immediately. | Network Requirements Document |
| <input type="checkbox"/> | Step 2 Verify that all of your school's computers that will be used for online testing meet the minimum hardware and software requirements. | Can begin immediately. | System Requirements Document |
| <input type="checkbox"/> | Step 3 Install the Secure Browser on your testing computers. | 3 to 4 weeks before testing begins in your school. | Technical Specifications Manual, page TSM- |
| <input type="checkbox"/> | Step 4 Take a practice test from each of the testing computers using a student account. | 3 to 4 weeks before testing begins in your school. | Technical Specifications Manual, page TSM- |
| <input type="checkbox"/> | Step 5 For Windows computers disable Fast User Switching. | 2 to 3 weeks before testing begins in your school. | Technical Specifications Manual, page TSM- |
| <input type="checkbox"/> | Step 6 For Mac OS 10.7 to 10.9 computers disable Spaces in Mission Control. | 2 to 3 weeks before testing begins in your school. | Technical Specifications Manual, page TSM- |
| <input type="checkbox"/> | Step 7 Confirm that your Braille hardware is functioning and configured for the testing computer to which it is connected. Check for other accommodation software that may be needed. | 2 to 3 weeks before testing begins in your school. | Technical Specifications Manual, page TSM- |
| <input type="checkbox"/> | Step 8 Ensure that all forbidden applications except those identified as necessary by the District Technology Coordinator are uninstalled from testing computers. | 1 to 2 weeks before testing begins in your school. | Technical Specifications Manual, page TSM- |
| <input type="checkbox"/> | Step 9 During the testing window ensure availability to follow up on any technical issues that may arise. | 2 to 3 weeks before testing begins in your school. | Technical Specifications Manual, page TSM- |